

The Michigan Reading Corps, a local affiliate of the Minnesota Reading Corps, will be seeking 39 enthusiastic individuals to serve as Reading Corps Members for the 2013-14 school year. Members will serve students in grades K-3 who are identified as being at-risk of reading failure at elementary schools throughout Michigan.



This AmeriCorps opportunity enhances the work that is done in the classroom through one-on-one tutoring with students at risk of reading failure, using prescribed reading interventions. We are looking for individuals with positive attitudes who have a desire to serve their community through education initiatives. Members will start mid-August 2013 and conclude their service the end of June 2014.

Title: Reading Corps Literacy Specialist (AmeriCorps Member)

Status: 1700 hours, full time AmeriCorps opportunity. General weekly schedule is 7:30-5:30 M-F, occasional evening and weekend events may be required

Reports to: Internal Coach and Program Manager

Supervises: Youth participants

Stipend: \$12,100 to be distributed bi-weekly over the course of service

Education Award: \$5,550 upon completing service. For members age 55 and above, the education award may be assigned to a child or grandchild if the member does not want it for personal use.

Location: Tutoring locations in Detroit, Grand Rapids, Jackson, Kalkaska, Lansing, Muskegon, Pontiac

Service Opportunity Summary: This member works one-on-one with K-3 children who need help learning to read. The member will use prescribed literacy interventions and will conduct weekly progress monitoring to ensure the student is on track to read at grade level by the end of 3rd grade.

Essential Functions:

- Attend Reading Corps Initial Training and ongoing Reading Corps-sponsored training (Aug 12-16th, 2013)
- Identify students who qualify to receive Reading Corps tutoring services based on benchmark data and consultation with the Internal Coach and classroom teachers
- Develop and maintain a weekly tutoring schedule to allow for 15–20 children to receive daily 20- minute tutoring sessions
- Conduct one-on-one tutoring sessions using prescribed literacy interventions to help children practice reading skills
- Review students' data with the Internal Coach to gauge the effectiveness of the literacy intervention being used and determine if a change in intervention is necessary
- Communicate with the Master Coach, Internal Coach, and classroom teachers regarding student schedules, interventions and progress.
- Be open to constructive feedback based on observations
- Assess students' progress using weekly progress monitoring & fall, winter, and spring benchmarking
- Record students' weekly progress using prescribed reporting methods.
- Provide opportunities for family literacy involvement for Reading Corps students

Secondary Functions:

- Attend required AmeriCorps meetings and service projects
- Attend school-sponsored activities (i.e. family night, book fairs, etc.) to promote Reading Corps
- Participate in site-sponsored trainings, meetings or other school-time activities
- Participate in site-sponsored or Reading Corps-sponsored before or after-school activities. This may include a secondary literacy service site.



Qualifications:

- Some college or equivalent experience working in a school setting is required; college degree with focus on Education, Non-Profit Management or Social Work preferred
- Must enjoy working with children and have experience leading children's activities
- Excellent interpersonal, written, and oral communication skills
- Strong organizational skills and ability to take direction well
- Demonstrated leadership experience and ability to make sound judgment calls
- Intermediate computer skills or willingness to learn
- Strong interest in education, specifically helping young children practice reading skills
- Experience working with children, especially in urban settings
- Dedication to community service
- Speak, read, and write English fluently
- Ability to make a commitment to complete 11 months of service (August 2013– June 2014)

Requirements:

- Attend all required training
- Submit an online timesheet to report service hours once every two weeks
- Report student data in prescribed method each week
- Complete hours 1700 by June 30th in order to receive AmeriCorps education stipend.

Basic AmeriCorps Requirements:

- AmeriCorps members must be over the age of 17, a U.S. citizen, national, or legal permanent resident alien of the United States, and must have a high school diploma or equivalent.
- Schools of Hope AmeriCorps members must also be able to pass local, state and national FBI background and sex offender registry checks.

Preferred but not required:

- A valid driver's license
- Past history of volunteerism
- Bilingual Spanish-speaking applicants are encouraged to apply

Service Conditions:

- Service is performed within elementary school buildings
- This is an 11 month program which prevents AmeriCorps members to take little time off
- Frequent reliable travel during the work day to different sites

Physical, Emotional, and Intellectual Demands:

- This opportunity can be physically demanding in terms of occasional instances of transporting materials i.e. books, school supplies, and other materials between various sites. Accommodations can be made
- This opportunity is emotionally demanding in terms of patience in working with children and ongoing involvement in monitoring students and engaging public
- This opportunity is intellectually demanding in terms of facilitating educational activities and organizational capability

Equipment Used:

- Computer and internet are used frequently to communicate and for reporting
- Other office equipment-copy machine, fax, laminator used occasionally

Application Instructions: Applicants should familiarize themselves with AmeriCorps and Michigan Reading Corps before applying. Interested individuals should send a cover letter specific to the opportunity and an updated resume to ddrust@hopenetwork.org.

Michigan Reading Corps and AmeriCorps are firmly committed to providing access, equal opportunity, and reasonable accommodation in its programs, activities, and materials. Please call **Jeanine Yard at (517) 335-7952** to request accommodation or to obtain materials in an alternate format.